



# Village of Royal Palm Beach, Florida

## Engineering Department

PR1807 Robiner Park Pathway & Kayak Launch

Thursday, July 8, 2021 at 2:00 p.m.

## Pre-Bid Meeting ~~Agenda~~ Minutes

### I. Welcome

1. Please sign in by sending an email with your full name, company name, and phone number to [vday@royalpalmbeach.com](mailto:vday@royalpalmbeach.com). This will also ensure that you receive the meeting minutes.
2. Introductions
  - i. Chris Marsh – Village Engineer
  - ii. Winston Blake – Project Construction Coordinator
  - iii. Tim Tack – Project Manager
  - iv. Adamo DiSisto – Project Engineer
  - v. ~~Paul Webster – Public Works Director~~
  - vi. ~~Rob Hill – Director of Community Development~~
  - vii. Lou Recchio – Parks and Recreation Director
  - viii. Vickie Day – Administrative Assistant III
3. Purpose of this meeting
  - i. Overview of the Bid Documents
  - ii. Review the Plans
  - iii. Share other information
  - iv. Answer any questions

### II. Bid Documents Overview

NOTE: The following sections are copied from the bid documents. This document was created to highlight specific parts of the contract. In no way is this document intended to supplement or modify the bid documents.

#### 1. Invitation to Bid

Sealed bids will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project 3:00 p.m. local time Friday, July 16, 2021, then opened publicly at that time.

#### *Project Description:*

The proposed project includes converting 3,500 square yards of asphalt pathways and parking to concrete. Construction of an ADA accessible kayak launch, pavilion, and other park amenities. Replacement of the dog park fence, trash receptacles, and benches. Budget: \$300,000

Bids must be accompanied by a Bid Security in the form of a certified bank check made payable to the Owner, or a Bid Bond. The amount of the security shall not be less than five (5) percent of the Bidder's total price indicated in Bid Form.

#### 2. Instruction to Bidders

- 2.0.1 He has read and understands the Bidding Documents and his Bid is made in accordance therewith.
- 2.0.2 He has visited the site and familiarized himself with the local conditions under which the work is to be performed.

- 3.1.2 Bidders shall use complete sets of Bidding Documents in preparing Bids; the Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete or illegible sets of Bidding Documents.
- 3.1.4 Bidders shall submit one (1) original bid packet and four (4) copies of the bid packet.
- 3.2.2 Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Owner at the address listed in 3.2.4 at least five calendar days (Monday, July 12, 2021) prior to the date for receipt of Bids.
- 3.2.3 Any interpretation, correction, or change of the Bidding Documents will be made only by Addendum. Written instructions regarding discrepancies, omissions or unclear intents shall be sent to all Bidder's, who have received bid documents. Interpretations, corrections or changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
- 3.2.4 Bidders finding discrepancies and/or omissions or having doubt as to the intent of the any part of the Contract Documents shall at once notify the Village Project Engineer. Bidder's questions relative to bidding requirements, bidder qualification and contract award shall be directed to Project Engineer, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411, Telephone No. (561) 790-5163 [adisisto@royalpalmbeach.com](mailto:adisisto@royalpalmbeach.com)
- 3.3.3 No Addenda will be issued later than three work days (Monday, July 12, 2021) prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids, one which includes postponement of the date for receipt of Bids, or one whose content is limited to the listing of additional approved manufacturers and substitutions.
- 4.1.10 The following forms, together, comprise a Bid and must be submitted with the BID PROPOSAL:  
Bid Form  
Bid Bond  
Contractor Qualification Form  
Trench Safety Affidavit  
Schedule of Subcontractors  
Sworn Statement, Public Entity Crimes  
Truth-In-Negotiation Certification  
Drug Free Work Place Certification  
Certification Statute 215.4725  
Addenda
- 4.1.12 The contractor is required to bid the number of days necessary to complete the work. The owner may award the contract to the contractor with the lowest adjusted bid. The lowest adjusted bid will be determined by multiplying the value of the liquidated damages by the difference in the number of days the contractor bid compared to the average of all the days bid then subtracting or adding that value to the bid value depending if the contractor bid more than the average or less than the average number of days necessary to complete the work.

The following liquidated damages apply to this project:

- 1) Substantial completion, liquidated damages of \$1,000.00 per day will be assessed for failure to substantially complete the overall project within the agreed time period following the "Notice to Proceed".
- 2) Final completion, liquidated damages of \$500.00 per day will be assessed for failure to complete the overall project within thirty days following substantial completion.

- 4.3.1 All copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed as follows:

Project Number: PR1807

Contractor's Bid Proposal for: Robiner Park Pathway and Kayak Launch

Village of Royal Palm Beach

1050 Royal Palm Beach Blvd

Royal Palm Beach, Florida 33411

c. Bid Form

2. BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within (14) days after the date of OWNER'S Notice of Award.

3. (c) BIDDER has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing or Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities.

d. Supplementary Conditions

ARTICLE 13 – TESTS AND INSPECTIONS, CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK

SC13.03.B Modify this article by deleting the text and substituting the following:

B. The CONTRACTOR shall employ and pay; for the services of an independent testing laboratory to perform all inspections, tests, or approvals required by the Contract Documents, cost of testing and coordination associated with testing are to be included in the cost of materials and work being tested. There will be no separate payment for testing or coordination.

ARTICLE 14 – PAYMENT TO CONTRACTOR AND COMPLETION

SC-14.02A.3 Delete and replace with the following:

The amount of retainage with respect to progress payments is as follows:

5% retainage for contracts greater than \$200,000 and 10% retainage for contracts \$200,000.00 or less.

e. Project General Requirements

SECTION 01010 – SUMMARY OF WORK

1.05 CONTRACTOR'S USE OF THE PREMISES

C. Time restrictions for performing work: All work shall be performed during daylight working hours, Monday through Friday, 7:00 AM to 6:00 PM on weekdays. No lane closures shall be permitted outside the hours of 9:30 AM to 3:30 PM. The Contractor may extend working hours only if approved in writing by the Owner.

SECTION 01720 – PROJECT RECORD DOCUMENTS

1.04 RECORDING

F.CONTRACTOR may make application for final payment (following the procedure for progress payments) after it has, in the opinion of the ENGINEER, satisfactorily completed all of the following:

- 1) Corrections identified during the final inspection
- 2) Removal and disposal of all temporary utilities developed to meet the requirements of the Contract
- 3) Delivery, in accordance with the Contract Documents, of the following:
  - a. All maintenance and operating instructions
  - b. Schedules
  - c. Guarantees
  - d. Bonds
  - e. Certificates or other evidence of insurance

- f. Certificates of inspection
- g. Electronic copy of Record Plans in PDF format
- h. Electronic copy of As Built Plans in DWF format
  - i. Include all sheets (cover, plans, details, etc.)
  - ii. Shall include northing, easting, and elevation (XYZ) data for the following:  
Permanent structures, sanitary sewer structures and pipes, water structures and pipes, storm sewer structures and pipes, grade breaks on permanent surfaces, electrical pullboxes and light poles, irrigation valves and pumps, and any other features required by OWNER
  - iii. Data shall be provided utilizing the same horizontal and vertical controls as Construction Plans
- i. Electronic copy of As Built Data in XLS format (template provided by OWNER)
- j. Hardcopy of As Built Data signed & sealed by a professional surveyor

### III. Plans Review

1. **Additional Plan pages will be issued as an Addendum in the near future. The scope of work will not change. The addendum will separation of disciplines for convenience and clarity.**
2. **The boat ramp will be changed to an Add-Alternate item. All contractors must bid on all Add-Alternate items, or the entire bid will be considered incomplete.**
3. **Due to the above mentioned information, the Bid Opening date will be extended by 2 weeks. The Village will issue an Addendum to this affect.**

### IV. Other Information

1. Dumpsters must be supplied by Waste Pro
2. Please address all RFI's and any questions to the Project Contact below.  
Project Contact: Adamo DiSisto, Project Engineer  
Email Address: [adisisto@royalpalmbeach.com](mailto:adisisto@royalpalmbeach.com)  
Phone Number: 561-790-5163
3. NPDES permit is required

### V. Questions?

1. Who pays for testing?  
*It is the contractors' responsibility, refer to Article 13.03 Tests and Inspections in the Bid Documents for specific details.*
2. Will there be DBE restrictions?  
*No DBE for this project, there are no grants funds.*
3. What type of contractor license do you need?  
*All contractors will have to register with the Village. This does not have to be done before submitting a bid. This is a simple process that can occur after the bids are opened, but before the contract is awarded by Council. All of the required scope of work must be included under the applicable license type.*
4. What is the duration of the project?

*The contractor sets the length of the project; it will be submitted in the Bid Package. The Village reviews the lowest adjusted bid (see 4.1.2 in the Bid Documents) and this incentive is only during the pre-bid process. It is imperative to bid a realistic number of days, including allotting time for paperwork, obtaining permits, etc.*

5. If the awarded contractor completes the project prior to the project duration, is there any monetary incentive given to the contractor?

*No, the Village does not provide any monetary incentives after award to complete the job earlier than stated.*

## **VI. Conclusion**

1. Bid packages are for sale in Village Hall for \$50.00
  - i. Bid package may be requested online at [www.royalpalmbeach.com/rfps](http://www.royalpalmbeach.com/rfps)
2. Today's minutes will be available on the Village website.

Virtual Attendees in addition to #1.2.:

Vincent Biscombe  
Zachariah Martin  
Thomas Pearse